

**Fremont RE-2 School District Transportation Department**  
**Guidelines for Small Vehicles Usage**

1. There must be a request form filled out and in our office prior to driving the vehicle.
2. Please **fuel up** vehicle when you return.
3. **Please pick** all trash and empty into dumpster. We have provided trash can and liners for your use. We do not have the financial resources to clean up after you and ask that you respect that you have the vehicle ready for use!
4. There is paperwork in the vehicle for reporting any problems that you may have with it. If something breaks down, you have paper work to fill out informing us of the defect. There are instructions on how to proceed in case of an accident or breakdown, as well as the emergency phone list. Any accidents – Regardless how minor- must be reported on the sheet in the vehicle. Each small vehicle operator is shown where this paper work is and where all emergency is located during their initial driving evaluation.
5. You are required by law to make sure that **everyone is buckled up** into the seatbelts before the vehicle moves. If anything happens and anyone is not buckled, you and the School Dist. may be held liable for any damages that may incur.
6. **Head Lights** must be activated at any time that the vehicle is in motion.
7. If you must use your cell phone while in the vehicle, pull over to a safe place before talking on it. No Texting is allowed while driver is in motion.
8. You must comply with **hours of service**. There is an explanation of hours of service on the back of the logs in each vehicle. You must sign the line that you have complied with the hours of service on the log. You must also initial the pre trip column. There is also an explanation on the back of the logs for what is expected for a pre-trip inspection.